

## SECTION 4 Field Quality Assurance/Quality Control

### 4.1 Sampling Documentation - Field Notebook and Field Data Sheets

The field notebook will be a dedicated, bound notebook containing waterproof paper, and will contain an overall record of all activities performed in the field, including, but not limited to:

- Sample collection date and time
- Sampling location (GPS coordinates, plus other related observations)
- List of field personnel
- Weather conditions
- Sample types collected
- Sample identification numbers
- Other appropriate observations and comments
- Photograph frame numbers, if any are taken
- Signature of the data recorder and the designated team leader

If an error is made during notebook entry, the error will be crossed out and the correct information entered. The erroneous information will not be obliterated, and all corrections will be initialed by the data recorder and dated.

Sampling location coordinates will be measured using a geographic positioning system (GPS) where possible (i.e., where bridges or streamside vegetation do not interfere with satellite signal reception.) In addition, detailed descriptive notes of station location - position in the river channel, approximate distance to shore, proximity to local landmarks, etc. - will be recorded.

Selected field records will also be recorded on field log sheets. All field information will be recorded in waterproof ink. A copy of all field notebooks and photographs will be made available to MDEQ.

### 4.2 Sample Handling

After collection, samples of all types will be handled using the same procedures:

- Labels will be checked for accuracy and taped to protect information.
- Chain of custody sheets will be completed using information from the field notebook.